

Rana Mir Ebrahim



🏠 Syria

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☰ Summary

More than 10 years' experience in Administrative works, and 3 years' experience in accounting, finance and working with team by developing and implementing financial procedures and systems while establishing effective operations to drive business success and cost control. basic skills: accounting work, accounting, reporting, and budget analysis.

📁 Experience

The General Authority of Civil Affairs

April 2005 – November 2020 (15 years)

- Administrative works (8 years)
- Organization books and correspondence (2 years)
- Executive secretary (3 years)
- Employees files (2 years)

Accountant (Part time)

BTC SYRIA

Feb 2018 - Present (3 years)

- Organization and transfer of accounting restrictions
- Preparation of financial records and books
- Preparation of financial reports requested by the company's management
- Preparation of final financial statements

Accountant

UNDP Syria

Jun 2019 - Dec 2019 (7 months)

- Organizing payroll and working hours.
- Follow up on all expenses and expenditures according to the project's estimated budget.

- Follow-up and coordination between the project management and the United Nations disbursement program
Receive the advance amount and follow up the disbursement with the Procurement Commission.

- Organizing the necessary exchange orders and billing offers for the materials to be purchased. Accountant

Syrian Rall Ways General Est

September 2000 – February 2004

- Informatics Department (3 years)

- Training the children of workers on computer programs (3 months)



Education

Damascus University

Bachelor's degree, Accounting and Finance 2014 - 2018



Skills

Administrative Assistance • Accounting • Office Administration • Microsoft Word - excel • Communicate well with other • Teamwork • Work under pressure



Courses

- Practical accounting (UTC)

- Treasurer online training (IHRM & SAFAP)

- Entering Labor Market Skills online training (IHRM)

- IA (ALTANMYA – Education & Development)